Instructions for Completing the Section 8 Housing Choice Voucher Program
Preliminary Application for Waitlist Lottery

*** You do not need to rush to apply. Waiting list placement will be based on the random selection process and not on a first come first served basis ***

What is the Section 8 Housing Choice Voucher Program?

The Section 8 tenant-based Housing Choice Voucher Program is a federally-funded program designed to assist low-income families with their housing needs. Program participants pay approximately 30%-40% of their adjusted income toward rent paid directly to their landlord. Area Housing Authority of the County of Ventura (AHA) pays the balance directly to the landlord. This program allows elderly persons (62 years +), disabled persons, and families to live in a variety of different neighborhoods. Demand for housing assistance exceeds the limited resources available to the AHA, so eligible households are invited to participate in the program from a waiting list.

Who is eligible for Section 8?

Eligibility is based on total annual gross income (at or below) and family size. Current Income Limits (as of 03/06/15) are as follows:

<table>
<thead>
<tr>
<th>Family Size</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income Limit</td>
<td>31,750.00</td>
<td>36,250.00</td>
<td>40,800.00</td>
<td>45,300.00</td>
<td>48,950.00</td>
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</table>

How do I apply?

• Any elderly (62 years +) households can apply by completing the Preliminary Application form and mailing it to the AHA with a postmark date of no later than 04/28/15.
• The household must meet Section 214 requirements governing U.S. citizenship eligible immigration status. (At least one household member must have legal immigration status or be a U.S. citizen).
• Due to limited resources available to the AHA, eligible applicants will be selected by a random lottery drawing from all eligible applications received. All eligible applicants have an equal chance of being selected for the waiting list.
• The lottery will also be used to determine the exact date and time of application for ranking purposes.
• Once your application has been processed, you will receive, by mail, a receipt (approval) or a form letter (denial).
• If you do not receive any correspondence after twelve (12) weeks from the date you mailed your application, please call (805) 480-9991, extension 891 and leave a message inquiring as to your status. Your call will be returned within two (2) business days.
How do I complete the Preliminary Application form?

- If you are a person with a disability and require an accommodation to fully utilize our program or services, please contact our office at (805) 480-9991.
- Be sure to read carefully and complete the entire form by following all the instructions.
- List only the household members who will live with you.
- Mail your completed application to: AHA, 1400 W. Hillcrest Drive, Newbury Park, CA 91320 by 04/28/15. Applications received after the postmark date will not be accepted.

What must I do when I change my address, telephone number or other changes?

If any of the information you provided on your Preliminary Application form changes (such as change of household members, or local preference/s), you must notify us in writing within ten (10) days of change or submit an AHA “Application Status Update Form” (available on our website at www.ahacv.org). Otherwise your application may be cancelled.

What is the attached "Supplement to Application for Federally Assisted Housing?"

(Form HUD-92006) Read this form carefully, it explains your rights under the law. You must either complete the information requested or check the box stating you have no need to provide said information; your signature and date are required.

Does AHA give preference to anyone on the waiting list?

Yes. The AHA has limited funding to assist families; preference will be given to those applicants who qualify for the following “Local Preference/s”:

- **Elderly** - Applicants who are 62 years of age or older.
- **Disabled** - Applicants who are disabled or have a disabled member of the family who will live with them in the unit.
- **Veteran** - Applicants who are honorably discharged U.S. veterans or active servicepersons, widow/widower or divorced spouse of an honorably discharged veteran.
- **Residency** - Applicants living, working or hired to work within the AHA’s jurisdiction (cities of Camarillo, Fillmore, Simi Valley, Ojai, Thousand Oaks, Moorpark, or any unincorporated area of the County of Ventura).
- **Involuntarily Displaced** (Includes Victims of Domestic Violence) - Applicants who are displaced and are not living in standard, permanent replacement housing or unable to live in their current residence because of:
  - Demolition of residence as result of government mandate,
  - HUD sale, foreclosure, or demolition of the project,
  - A Section 8 project-based contract is at, or near, the end of the HAP contract term,
  - Providing information on criminal activities to a law enforcement agency and living with the threat of violence or reprisals to their family,
  - A victim of one or more hate crimes within the past year and the issue is of a continuing nature,
  - A victim who has been subjected to, or a victim of, domestic violence within the past year,
  - Facing the imminent placement of a family’s child or children out of the home due to “lack of adequate housing”,


- Facing imminent release from an authorized foster-care home or other juvenile facility due to reaching the maximum age and being certified as having a need for affordable housing.

**Substandard Housing** (Includes Homeless Designation) - Applicants who are homeless or lack a fixed and adequate nighttime residence (i.e. no plumbing, electric or gas service, no bathroom or kitchen use, residing in a supervised public or private shelter, residence cited uninhabitable to live in by a government or code enforcement agency). Includes displacement because of non-suitability of the unit, of a family member with mobility or other impairment, when the owner is not legally obligated to make changes to the unit. Such non-suitability can mean a person does not have critical elements needed such as access in the building, sleeping area, a full bathroom or kitchen, if the person with a disability prepares food.

**California Work Opportunity and Responsibility to Kids/CalWORKS** - Applicants who are in "good standing" and in compliance with identified welfare-to-work program requirements certified by the Ventura County Human Services Agency. CalWORKS cash aid recipients not registered with the welfare-to-work program are not eligible for this preference.

Local preference/s must be verified at the time your application reaches the top of the waiting list. Unverified local preferences can result in your application being returned to the waiting list.

Preferences are used only in ranking an eligible application for the waiting list. They are not a guarantee of immediate assistance. Preferences do not make anyone eligible who would not otherwise be eligible for program assistance. Not reporting preference changes as they occur can further delay the ability to qualify for a voucher.

**What happens once I reach the top of the waiting list?**

An appointment will be scheduled. The AHA will verify all the current application information you provided and will make its determination, based on that information. If the AHA determines you are not eligible, the AHA will send you a written notification. The notice will give the reason/s for ineligibility and you will be informed of your right to appeal the decision by requesting an informal review.

The AHA will conduct background investigations on all applicants; this means that citations, arrests and/or convictions for criminal acts of violence or engaging in activity involving illegal drugs by any household member may prevent participation in the Section 8 Program. Lifetime registered sex offenders or those convicted of production or manufacture of methamphetamine on the premises of federally assisted housing are not permitted admission to the program.

**What must I do to make sure I remain on the waiting list?**

Your application will remain on the waiting list until it either reaches the top or is cancelled. Since the AHA periodically contacts applicants by mail (i.e. purging of the waiting list), it is your responsibility to keep your mailing address current at all times.

The AHA currently subsidizes more than 2,000 families through its Section 8 Program. Depending upon your final ranking order (lottery date, time, and applicable preference/s) and the number of vouchers that are available, reaching the top of the waiting list is a lengthy process and can take several years.
What is the Section 8 Project-based (PBV) program and how does it work?

This program is different from the Section 8 Housing Choice Voucher (HCV) Program.

The project-based program attaches a voucher to privately-owned units rather than to an individual or family as with the HCV tenant-based rental assistance. Owners enter into a contract with the Area Housing Authority for specific units and for specified terms.

A tenant must live in a particular unit in order to receive the assistance. The qualified tenant's portion of rent is approximately 30% of their adjusted income toward rent paid directly to the landlord. The AHA pays the difference between that amount and the total rent of the unit to the owner.

This additional waiting list opportunity is offered only if you are qualified to be added to the HCV waiting list. The various Project-based developments, including the bedroom sizes are:

<table>
<thead>
<tr>
<th>Development</th>
<th>Bedroom Sizes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arroyo Villa, Thousand Oaks</td>
<td>1, 2 and 3</td>
</tr>
<tr>
<td>Charles Street Terrace, Moorpark</td>
<td>2 and 3</td>
</tr>
<tr>
<td>Garden View Terrace, Thousand Oaks</td>
<td>1, 2 and 3</td>
</tr>
<tr>
<td>Shadow Hills, Thousand Oaks</td>
<td>1, 2 and 3</td>
</tr>
<tr>
<td>Oak Creek Senior, Thousand Oaks</td>
<td>1 and 2 (62 years +)</td>
</tr>
<tr>
<td>Esseff Village, Thousand Oaks</td>
<td>Studio and 1 (disabled)</td>
</tr>
<tr>
<td>Schillo Gardens, Thousand Oaks</td>
<td>1, 2 and 3</td>
</tr>
<tr>
<td>Villa Garcia, Thousand Oaks</td>
<td>1, 2, and 3</td>
</tr>
</tbody>
</table>

Be advised, to determine your position on the PBV waiting list, the AHA will implement the Project-based Voucher program guidelines to determine the approved bedroom size based on your household member(s) and the additional information listed on your application form.

We realize that everyone may not choose to live in one of the above listed developments, therefore, you may decline this offer.

Please DO NOT directly contact any of the complex's listed above; the project-based waiting lists are administered only by the Area Housing Authority.

If my Housing Choice Voucher application is not eligible for the waiting list program, am I still eligible for the Project-based waiting list?

No, you will not be eligible to be placed on separate PBV waiting list(s). A reminder, this opportunity is only if you have met all the HCV eligibility standards.

How are project-based vouchers different from HCV tenant-based vouchers?

Under the tenant-based Housing Choice Voucher Program (HCV), the AHA issues an eligible family a voucher and the family selects a unit of its choice. If the family moves out of the unit, the contract with the owner ends and the family can move with continued assistance to another unit.

Under the Project-based Voucher Program (PBV), the AHA refers qualified families from its waiting list to the owner to conduct their own screening criteria and selects the family to fill vacancies. Since the voucher is tied to the unit; a family who moves from the project-based unit does not have the right to move with continued housing assistance. In order to do so, you must reside at the residence for a minimum of one (1) year.

What must I do to become eligible for the project-based waiting list?

You must complete "Section F" on the application form. This includes selecting one or more of the developments you are interested in residing.